

AGENDA
OLIVEHURST PUBLIC UTILITY DISTRICT (OPUD)
BOARD OF DIRECTORS REGULAR MEETING
7:00 p.m., Thursday, March 21, 2024
LOCATION: Hybrid Board Meeting Via Zoom and In-Person at the
Board Room Located at 1970 9th Avenue, Olivehurst, CA 95961

OPUD Board meetings will be conducted at its regular in-person meeting location in the Board Chambers, 1970 9th Avenue, Olivehurst, for the public to attend. Attendance will be limited to 50 percent of room capacity (no more than 20 persons), and it is strongly recommended that all in-person attendees wear face coverings and social distance as recommended by public health authorities.

All attendees are encouraged to be fully vaccinated.

Meetings will also continue to be streamed live and members of the public may participate remotely as described below.

Accordingly, on the day of the meeting you will have the option to:

- Attend via Zoom, using the procedure outlined below.
- Participate in person, as noted above.

If you anticipate wanting to speak during the meeting, please join in advance of public comment time.

To submit public comment during the meeting, please join us in person or on Zoom.

Join from a PC, MAC, iPad, iPhone, or Android device. Although your image will not be shown on the video conference, you will be able to listen and view the meeting on Zoom.

Link and password for Hybrid Board Meeting will be available on our website at www.opud.org or contact the OPUD Business Office at (530) 743-4657

Note: Your phone number will appear on the screen unless you first dial *67 before dialing the numbers provided on our website.

If you want to comment during the public comment portion of the Agenda, you can use the “Raise Hand” function in Zoom or you can Press *9 if you are calling in. The Board Clerk will select you from the meeting cue. Please be patient while waiting in the cue.

Our Mission is to provide superior, environmentally sensitive services to responsibly enhance our community.

We will do this by focusing on:

- *District growth,*
- *Maintaining a positive public image*
- *Recreation and parks*
- *Sustainable long-term fire protection*
- *Fully depreciating our facilities*
- *Ensuring organizational stability*

**D/A - Discussion/Action

Materials related to an item on this agenda submitted to the Olivehurst Public Utility District Board of Directors after distribution of the agenda packet are available for public inspection in the Olivehurst Public Utility District Office, 1970 9th Avenue in Olivehurst during normal business hours or online at <http://www.opud.net>. These proceedings may be recorded by a person or persons other than the District Clerk and as such, are not controlled by Olivehurst Public Utility District. Effort will be made to address the agenda items in the order shown. However, the Board President has the discretion to address items out of sequence for the convenience of the public and/or the Board Members.

In compliance with the American with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available. If you have a disability and need disability-related modifications or accommodations to participate in this meeting, please contact the Clerk of the Board at (530) 743-0317 or (530) 743-3023 (fax). Requests must be made one full business day before the start of the meeting. To place an item on the agenda, contact the contact the Clerk of the Board at (530) 743-0317.

1. Call to Order – The meeting was called to order at 7:00 p.m. by Director Perrault

2. Pledge of Allegiance

3. Roll Call

Directors Present: Director Burbank, Director Griego, Director Nelson, and Director Perrault
Directors Absent: Director Floe

Also Present: John Tillotson, General Manager; Karin Helvey, Financial Manager; Deirdre Joan Cox, Legal Counsel; Cindy Van Meter, Office Manager; Bri Anne Ritchie, Board Clerk; and other interested parties

4. Public Participation

Items appearing on this agenda: When your item(s) is called, the Board Clerk will announce your opportunity to address the Board. Comments should be limited to 3 minutes per speaker.

Items not appearing on this agenda: members of the public may address the Board on any matter within the Board’s jurisdiction that does not appear on the posted agenda. No action may be taken on any matter that is not on the posted agenda. Members of the public wishing to address the OPUD Board at this time are requested to use the raise hand feature, state your name and residency for the record, and begin your address to the Board. Comments should be limited to 3 minutes per speaker.

4 Members of the public were present.

5. Consent Agenda – The Consent Agenda groups together those items which are considered routine and noncontroversial, or for which prior policy direction has been given to staff. Items in this category are typically adopted in total by one motion, though the Board may, upon the request of Directors, Staff, or any member of the public, consider any matter separately–D/A

5.1. [Approve Minutes of the February 15, 2024, Regular Meeting.](#)

5.2. [Approve Minutes of the March 6, 2024, Special Meeting.](#)

5.3. [Approve February 2024 Claims for Payment.](#)

5.4. [Approve February 2024 Overtime Report.](#)

5.5. [Review Revenue and Expenditure Summary February 29, 2024, FY 2023-2024 \(Strategic Plan 5.3 & 5.4\).](#)

5.6. [Review Water Sales February 2018 to February 2024 \(Strategic Plan 5.1, 5.3\).](#)

5.7. [Review Service Water Account Analysis February 2024 \(Strategic Plan 5.1, 5.3\).](#)

5.8. [Review Invoice Cloud Activity through March 13, 2024 \(Strategic Plan 5.1, 5.3\).](#)

5.9. [Review Treasurer’s Report for December 2023](#)

5.10. Entertain motions for approval of consent agenda and take roll as appropriate.

A motion was made by Director Griego and seconded by Director Burbank approving the consent agenda. The motion passed as follows:

Ayes: Directors Burbank, Griego, Nelson, and Perrault

Noes: None

Absent: Director Floe

Moved to item 7.2

6. District Business

6.1. [Consider approving Resolution No. 2432, a resolution of intent for annexation of property into OPUD CFD 2005-2 for parks maintenance \(Annexation 13\) – D/A](#)

6.1.1. Public comment

6.1.2. Questions/comments from Directors

6.1.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Nelson approving Resolution No. 2432, a resolution of intent for annexation of property into OPUD CFD 2005-2 for parks maintenance (Annexation 13). The motion passed as follows:

Ayes: Directors Burbank, Griego, Nelson, and Perrault

Noes: None

Absent: Director Floe

6.2. [Receive a presentation from NLC Service Line Warranty Program by HomeServe – D/A](#)

6.2.1. Public comment

6.2.2. Questions/comments from Directors

6.2.3. Entertain motions and take roll as appropriate

Directors received a presentation. No motion was made.

Director Floe arrived at the meeting at 7:22 p.m.

6.3. [Consider approving and accepting a three-year agreement with HomeServe subject to changes required by legal counsel – D/A](#)

6.3.1. Public comment

6.3.2. Questions/comments from Directors

6.3.3. Entertain motions and take roll as appropriate

A motion was made by Director Nelson and seconded by Director Griego approving and accepting a three-year agreement with HomeServe subject to changes required by legal counsel. The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego, Nelson, and Perrault

Noes: None

Absent: None

6.4. [Consider approving staff to increase returned check/credit card/ACH/EFT fees to \\$40.00 per transaction – D/A](#)

- 6.4.1. Public comment
- 6.4.2. Questions/comments from Directors
- 6.4.3. Entertain motions and take roll as appropriate

A motion was made by Director Nelson and seconded by Director Floe approving staff to increase returned check/credit card/ACH/EFT fees to \$40.00 per transaction and notification to customers by adding information to the bill, on the window in the front office, and on the website. The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego, Nelson, and Perrault
Noes: None
Absent: None

6.5. [Consider approving and accepting the proposals Economic and Planning Systems for support in administering Community Facilities Districts \(CFDs\) 2002-1 and 2005-2 – DA](#)

- 6.5.1. Public comment
- 6.5.2. Questions/comments from Directors
- 6.5.3. Entertain motions and take roll as appropriate

A motion was made by Director Griego and seconded by Director Floe approving and accepting the proposals Economic and Planning Systems for support in administering Community Facilities Districts (CFDs) 2002-1 and 2005-2. The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego, Nelson, and Perrault
Noes: None
Absent: None

7. Public Works

Parks

7.1. [Consider approving contract with Elite Service Experts for park landscape maintenance – D/A](#)

- 7.1.1. Public comment
- 7.1.2. Questions/comments from Directors
- 7.1.3. Entertain motions and take roll as appropriate

A motion was made by Director Griego and seconded by Director Nelson approving contract with Elite Service Experts for park landscape maintenance pending legal counsel review. The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego, Nelson, and Perrault
Noes: None
Absent: None

7.2. [Consider approving the special event request made by South Yuba County Sunrise Rotary Club for the Plumas Lake Block Party – D/A](#)

- 7.2.1. Public comment
- 7.2.2. Questions/comments from Directors
- 7.2.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Nelson approving the special event request made by South Yuba County Sunrise Rotary Club for the Plumas Lake Block Party. The motion passed as follows:

Ayes: Directors Burbank, Griego, Nelson, and Perrault

Noes: None

Absent: Director Floe

Moved to item 6.1

7.3. [Discuss Plumas Lake Adult Softball League suspension – D/A](#)

7.3.1. Public comment

7.3.2. Questions/comments from Directors

7.3.3. Entertain motions and take roll as appropriate

A motion was made by Director Nelson and seconded by Director Burbank to allow the Plumas Lake Adult softball league to play their 2024 Spring season while still working to obtain their valid not-for-profit/non-profit 501c7 status from the IRS. The adult softball league will need to return in 3 months (June/July) with a status update and valid IRS tax ID number. League is to furnish a \$500 retainer for their 2024 Spring season. The league can furnish all their financial statements including bank account monthly statements to prove their not-for-profit status for the OPUD Financial Manager to review to avoid the \$500 retainer for their 2024 Spring season. The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego, Nelson, and Perrault

Noes: None

Absent: None

Water/Wastewater

7.4. Receive update on South County infrastructure – D/A

7.4.1. Public comment

7.4.2. Questions/comments from Directors

7.4.3. Entertain motions and take roll as appropriate

Directors received an update. No motion was made.

7.5. [Consider approving the proposed design recommendations for lift station 14 at River Oaks and Zanes in Plumas Lake – D/A](#)

7.5.1. Public comment

7.5.2. Questions/comments from Directors

7.5.3. Entertain motions and take roll as appropriate

A motion was made by Director Griego and seconded by Director Nelson approving the proposed design recommendations for lift station 14 at River Oaks and Zanes in Plumas Lake. The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego, Nelson, and Perrault

Noes: None

Absent: None

- 7.6. Receive an update on the lift station at River Oaks and Zanes in Plumas Lake – D/A
 - 7.6.1. Public comment
 - 7.6.2. Questions/comments from Directors
 - 7.6.3. Entertain motions and take roll as appropriate

Directors received an update. No motion was made.

- 7.7. Receive an update on the emergency expenditure of funds to repair wastewater treatment plant headworks bar screen – D/A
 - 7.7.1. Public comment
 - 7.7.2. Questions/comments from Directors
 - 7.7.3. Entertain motions and take roll as appropriate

Directors received an update. No motion was made, and item is to be removed from future agendas.

- 7.8. [Consider accepting the proposed bid from Aqua Metric for the Advanced Metering Infrastructure Purchase Project – D/A](#)
 - 7.8.1. Public comment
 - 7.8.2. Questions/comments from Directors
 - 7.8.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Nelson accepting the proposed bid from Aqua Metric for the Advanced Metering Infrastructure Purchase Project. The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego, Nelson, and Perrault
Noes: None
Absent: None

8. Human Resources

- 8.1. [Consider authorizing the General Manager to open an Account Clerk I position and fill in accordance with District Policies – D/A](#)
 - 8.1.1. Public comment
 - 8.1.2. Questions/comments from Directors
 - 8.1.3. Entertain motion and take roll as appropriate

A motion was made by Director Griego and seconded by Director Nelson authorizing the General Manger to open an Account Clerk I position and fill in accordance with District Policies. The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego, Nelson, and Perrault
Noes: None
Absent: None

- 8.2. Approve merit increase for Michael Ackerly, Wastewater Collection System Operator II, Step 2 to Step 4, retroactive to February 29, 2024.
 - 8.2.1. Public comment
 - 8.2.2. Questions/comments from Directors
 - 8.2.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Nelson approving the merit increase for Michael Ackerly, Wastewater Collection System Operator II, Step 2 to Step 4, retroactive to February 29, 2024. The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego, Nelson, and Perrault

Noes: None

Absent: None

9. Board Committee Schedule

9.1. April 2024 Committee Meeting Schedule.

9.1.1. Fire & Safety Committee – Thursday, April 4, 2024, at 4:00 p.m.

9.1.2. Parks & Recreation Committee – Thursday, April 4, 2024, at 5:00 p.m.

9.1.3. Water & Wastewater Committee – Wednesday, April 3, 2024, at 3:30 p.m.

10. Reports (non-action items)

10.1. [March Fire Department Committee Report.](#)

10.2. [March Parks Department Committee Report.](#)

10.3. [March Water & Wastewater Department Committee Report.](#)

10.4. Report from the General Manager.

10.5. Report from Legal Counsel.

10.6. Reports from Directors.

10.7. Public comment.

11. Correspondence

12. Closed Session – Closed Session was convened at 8:13 p.m.

12.1. CONFERENCE WITH LEGAL COUNSEL – Significant Exposure to Litigation pursuant to Government Code Section 54956.9(d)(2): Number of potential cases: one.

12.2. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code § 54957.6) – It is the intention of the Board to meet in closed session to review its position and to instruct its designated representatives:

Agency Designated Representative: John Tillotson

Name of Employee Organization: Operating Engineers Local Union No. 3 Public Employees Division, on Behalf of the Business and Utility Unit

12.3. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code § 54957.6) – It is the intention of the Board to meet in closed session to review its position and to instruct its designated representatives:

Agency Designated Representative: John Tillotson

Name of Employee Organization: Olivehurst Public Utility District Fire Department Association

12.4. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code § 54957.6) – It is the intention of the Board to meet in closed session to review its position and to instruct its designated representatives:

Agency Designated Representative: John Tillotson

Name of Employee Organization: Management Professional Employees Association (MPEA)

13. Meeting Reconvened – Closed Session was adjourned at 9:43 p.m.

13.1. Announcement of reportable actions taken in closed session.

No reportable actions were reported.

14. Adjourn

14.1. Entertain motion to adjourn.

A motion was made by Director Griego and seconded by Director Burbank to adjourn the meeting. The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego, Nelson, and Perrault

Noes: None

Absent: None

The meeting was adjourned at 9:43 p.m.